

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: February 16, 2005

Division: Monroe County Housing Authority

Bulk Item: Yes XX No

Department: Special Programs Office

Staff Contact Person: Mark A. Bell

AGENDA ITEM WORDING: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA APPROVING AMENDMENT 2 TO THE AWARDED COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT AGREEMENT

ITEM BACKGROUND: On March 19, 2003, the BOCC granted approval of accepting the 2002 CDBG grant agreement offered by DCA; reallocate all of the housing rehabilitation funds (\$150,000) moving these funds for additional wastewater connections; and designate the expanded Stock Island Service Area as the initial service area for CDBG assistance – Contract Agreement # 03DB-1A-11-54-01-H32. October 15, 2003, the BOCC approved the reallocation of funds. February 18, 2004, the BOCC approved Amendment #1 to the Contract Agreement, and on June 16, 2004, the BOCC ratified the DCA executed Amendment to the Contract Agreement. The Contract Agreement expires on April 8, 2005. The initial service area of Stock Island has been delayed in connecting to the wastewater system. It is anticipated that Stock Island will begin to connect in early March 2005. Two other wastewater projects, Bay Point and Conch Key are coming on line and will begin sewer lateral connections in February 2005, with connection to the treatment facility in May 2005. The amendment is for a six-month extension to expend the grant funding and meet Contract Agreement requirements.

PREVIOUS RELEVANT BOCC ACTION: Resolution 213-2003, Adopting DCA executed CDBG Contract Agreement for the 2002 cycle (03DB-1A-11-54-01-H32); Resolution 467-2003, approved amending the reallocation of funds; Resolution 088-2004, approved Amendment #1; and, Resolution 220-2004 ratified executed document.

CONTRACT/AGREEMENT CHANGES: Six month extension and revise Work Activity Plans.

STAFF RECOMMENDATIONS: Adoption of this resolution to amend the CDBG Contract Agreement 03DB-1A-11-54-01-H32 with DCA.

TOTAL COST: \$0.00

BUDGETED: Yes X No

COST TO COUNTY: \$0.00

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty  OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


J. Manuel Castillo, Sr., Executive Director, MCHA

DOCUMENTATION: Included XX Not Required

DISPOSITION: **AGENDA ITEM #**

RESOLUTION NO. _____ - 2005

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF MONROE COUNTY, FLORIDA
TO APPROVE AMENDING THE AWARDED COMMUNITY
DEVELOPMENT BLOCK GRANT, CONTRACT AGREEMENT**

WHEREAS, on March 19, 2003, the BOCC granted approval of accepting the 2002 Community Development Block Grant (CDBG) agreement offered by DCA, and

WHEREAS, also during the March 19, 2003, BOCC meeting, the Commission approved the reallocating of the CDBG Housing Rehabilitation Work Activity funding in the amount of \$150,000 to the CDBG Sewer Hookup Work Activity funding, and

WHEREAS, DCA executed the Contract Agreement # 03DB-1A-11-54-01-H32, for \$750,000 on April 9, 2003, and

WHEREAS, on February 18, 2004, the BOCC approved Amendment #1 to the Contract Agreement reflecting this reallocation; and

WHEREAS, the Contract Agreement expires on April 8, 2005 an amendment is required for a six-month extension to expend the grant funding and complete Contract Agreement requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS,
MONROE COUNTY, THAT:**

Section 1. The above recitals are true and correct and incorporated herein.

Section 2. Amendment #2 to the Grant Agreement to implement a six month extension to expend funding, a copy of which is attached as Exhibit "A", together with such non-material changes as may be acceptable to the County Mayor and approved as to form and legality by the County Attorney, is approved and signed by the Mayor. Except as amended by Amendment #2, no term or condition of the Small Cities, Housing, Community development Block Grant shall be modified and the same shall remain in full force and effect.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED, this _____ day of _____, 2005

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

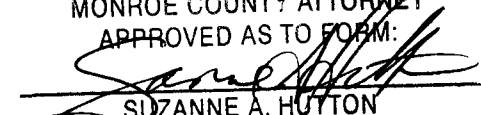
Mayor Spehar _____
Mayor Pro Tem Nelson _____
Commissioner McCoy _____
Commissioner Neugent _____
Commissioner Rice _____

By: _____
Mayor Dixie Spehar

SEAL

ATTEST:

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:


SUZANNE A. HUTTON
ASSISTANT COUNTY ATTORNEY

Approved as to form and legal sufficiency: _____
Date 1/20/05

REQUEST FOR AMENDMENT

Recipient: **MONROE COUNTY**

Amendment Request Number: **Two (2)**

Date: **January 24, 2005**

Contract Number: **03B-1A-11-54-01-H32**

Rule in Effect for This Grant: FFY **2003 – 2005**

Local Government Authorization: _____
(Authorized Signature) (Date Signed)

DCA Authorization: _____
(Authorized Signature) (Date Approved)

| Budget Information | | | | | Activity Accomplishments | | |
|--------------------|------------------|-----------------|--|-----------------|--------------------------|--|-------------------|
| Activity Code | Activity Name | Original Budget | Current Budget (Before this Amendment) | Proposed Budget | Original Contract | Current Contract (Before this Amendment) | Proposed Contract |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 09(a) | Sewer Connection | 637,500.00 | 637,500.00 | 637,500.00 | H.U. 45 | H.U. 45 | H.U. 100 |
| 013 | Administration | 112,500.00 | 112,500.00 | 112,500.00 | N/A | N/A | N/A |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Totals | | 750,000.00 | 750,000.00 | 750,000.00 | H.U. 45 | H.U. 45 | H.U. 100 |

| Activity Code | | Beneficiaries | | | | | | | | | | |
|---------------|-------------------|---------------------|---------|----------|-----------------------|-----|----------|-----|-----------------|-----|----------|-----|
| | | Total Beneficiaries | | | Low & Moderate Income | | | | Very Low Income | | | |
| | | Original | Current | Proposed | Original | | Proposed | | Original | | Proposed | |
| | Activity Name | # | # | # | # | % | # | % | # | % | # | % |
| 1 | 2 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 09(a) | Sewer Connections | 25 | 25 | 100 | 12 | 27% | 50 | 50% | 33 | 73% | 50 | 50% |
| 013 | Administrative | N/A | N/A | N/A | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | 45 | 45 | 100 | 12 | 27% | 50 | 50% | 33 | 73% | 50 | 50% |
| | | | | | | | | | | | | |

20. Total # Unduplicated Beneficiaries Original 45 Proposed 100

21. Total # Unduplicated LMI Beneficiaries 12 50

22. Total # Unduplicated VLI Beneficiaries 33 50

23. Total # Unduplicated LMI Households 45 100

24. Does this amendment reduce ANY other project funds previously committed as leverage from local or other sources?
(If YES, you MUST complete and attach Source and Use of Funds form.) YES NO XX

CDBG-H-5: Project Impact

CDBG-H-5: PROJECT IMPACT CDBG FUNDS AND ACTIVITY GOAL SCORE SPREADSHEET

1. ENTER CDBG ACTIVITY FUNDS:

| A ACTIVITY NUMBER AND NAME | B ENTER CDBG ACTIVITY FUNDS | C % OF CDBG PROJECT COST "B" + "2B" | D GOAL POINTS | E ACTIVITY GOAL SCORE "C" x "D" |
|---|-----------------------------------|--|---------------------|---------------------------------------|
| 001 ACQUISITION, IN SUPPORT OF | \$ | | * | |
| 001 ACQUISITION IN 100 YEAR FLOOD PLAIN | \$ | | 150 | |
| 002 CLEARANCE | \$ | | 50 | |
| 09a CODE ENFORCEMENT | \$ | | 75 | |
| 002 DEMOLITION | \$ | | 100 | |
| 016 HISTORIC PRESERVATION | \$ | | 70 | |
| 09a HOUSING REHAB/DEMO/REPLACEMENT | | | 150 | |
| 008 PERM RELO AS PART OF HAZ. MIT. | \$ | | 150 | |
| 008 PERMANENT RELOCATION- OTHER | \$ | | 100 | |
| 09a POTABLE WELL INSTALLATION** | \$ | | 150 | |
| 011 REMOVAL OF HOUSING ARCH. BARRIERS | \$ | | 150 | |
| 09a SEPTIC SYSTEM INSTALLATION** | \$ | | 150 | |
| 09a SEWER HOOKUPS** | \$637,500.00 | 100.00 | 150 | 150.00 |
| 008 TEMPORARY RELOCATION | \$ | | 150 | |
| 09a UTILITY HOOKUPS, OTHER** | \$ | | 125 | |
| 09a WATER HOOKUPS** | \$ | | 150 | |
| | \$ | | | |

2. TOTAL COLUMN "B" (CDBG
PROJECT COST):

\$637,500.00

3. CALCULATE COLUMNS "C" AND
"E" AND TOTAL COLUMN "E"
FOR THE TOTAL ACTIVITY GOAL
SCORE:

150.00
150 POINTS MAXIMUM

4. ENTER CDBG ADMINISTRATIVE
FUNDS:

\$112,500.00

TRANSFER THIS SCORE TO
FORM CDBG-H-1.

5. TOTAL "2B" AND "4B" FOR THE
TOTAL REQUESTED CDBG FUNDS:

\$750,000.00

6. DIVIDE ADMINISTRATIVE FUNDS
REQUESTED ("4B") BY TOTAL
FUNDS REQUESTED ("5B") TO GET
THE CDBG ADMINISTRATIVE
PERCENTAGE ("4B" + "5B"):

.1500
.1500 MAXIMUM

7. IF THE LOCAL GOVERNMENT DESIRES TO PAY THE COST OF THE GRANT APPLICATION PREPARATION FROM THE GRANT (IF AWARDED), ENTER THE PAYMENT AMOUNT: \$ N/A DOCUMENTATION MUST BE INCLUDED AS APPENDIX G.

*GOAL POINTS ARE THE SAME AS THE ACTIVITY SUPPORTED.

**THESE ACTIVITIES ARE USED WHEN NO REHABILITATION IS REQUIRED OTHER THAN THESE REFERENCED ITEMS BECAUSE THE HOUSING UNIT MEETS THE LOCAL HOUSING CODE AND SECTION 8 HOUSING QUALITY STANDARDS.

CDBG-H-5: PROJECT IMPACT (CONTINUED)

8. COMPLETE THE VLI IMPACT SPREADSHEET

| A | B | C | D | E | F | G | H |
|-------------------------------------|---------------------|--------------------------------------|--|----------------------|----------------------------|-------------------------------|---------------------------------|
| ACTIVITY | UNIT OF MEASUREMENT | ENTER # OF VLI UNITS TO BE ADDRESSED | ENTER TOTAL # OF UNITS TO BE ADDRESSED | VLI % ("C" ÷ "D") | ENTER VLI RAW POINTS SCORE | % OF CDBG PROJECT COST (COPY) | VLI IMPACT SCORE ("F" x "G") |
| ACQUISITION, IN SUPPORT OF*** | | | | | | | |
| ACQUISITION IN 100 YEAR FLOOD PLAIN | H. U. | | | | | | |
| CLEARANCE | H. U. | | | | | | |
| CODE ENFORCEMENT | H. U. | | | | | | |
| DEMOLITION | H. U. | | | | | | |
| HISTORIC PRESERVATION | H. U. | | | | | | |
| HOUSING REHAB/DEMO/REPLACEMENT | H. U. | | | | | | |
| PERM RELO AS PART OF HAZ. MIT. | H. H. | | | | | | |
| PERMANENT RELOCATION- OTHER | H. H. | | | | | | |
| POTABLE WELL INSTALLATION | H. U. | | | | | | |
| REMOVAL OF HOUSING ARCH. BARRIERS | H. H. | | | | | | |
| SEPTIC SYSTEM INSTALLATION | H. U. | | | | | | |
| SEWER HOOKUPS | H. U. | 50 | 100 | 50.00% | 235 | 100.00 | 235.00 |
| TEMPORARY RELOCATION | H. H. | | | | | | |
| UTILITY HOOKUPS, OTHER | H. U. | | | | | | |
| WATER HOOKUPS | H. U. | | | | | | |
| | | | | | | | |

9. TOTAL COLUMN "H" FOR THE VLI IMPACT SCORE:

235.00
235 POINTS
MAXIMUM

TRANSFER
THIS SCORE TO
FORM CDBG-H-
1.

10. THE AVERAGE CDBG LMI HOUSING UNIT COST SCORE:

- A. Referring to the CDBG Funds and Activity Goal Score Spreadsheet, calculate the average CDBG LMI housing unit cost:

$$\text{\$ } \underline{637,500} \div \underline{100} = \underline{\text{\$6,375.00}}$$

Enter the total CDBG Project cost ("2B") Enter the total number of LMI housing units Average CDBG LMI Housing unit cost

B. Based on the average CDBG LMI housing unit cost, enter
the appropriate score: Score 100

100 POINTS MAXIMUM

TRANSFER THIS SCORE TO FORM CDBG-

*****Use H. U. or Parcel for unit of measurement.**

H. U. = Housing Unit

H. H. = Household

Narrative Description of Proposed Changes:

This is the second amendment for this grant under Contract Agreement 03DB-1A-11-54-01-H32.

The first amendment the Board Of County Commissioners (BOCC) approved the reallocating of all the housing rehabilitation funds (\$150,000) by moving these funds to the CDBG Work Activity of Sewer Connections. With this reallocation, the amount for the CDBG Work Activity of Sewer Connections increased from \$487,500 to \$637,500. The Commission also approved that the expanded Stock Island Service Area be designated as the initial service area for this CDBG sewer connection assistance.

The reason for the movement of these funds was based on the acceptance of the 2002 CDBG grant agreement offered by DCA versus competing for the cycle 2003 CDBG grant. The focus for the 2002 cycle grant included a Housing Rehabilitation Work Activity. The County focus for the CDBG 2003 cycle was somewhat different than for CDBG 2002 cycle. For the cycle 2003 CDBG grant, the County shifted its priorities to solely funding sewer connections throughout the County. Therefore, the cycle 2002 CDBG grant needed to be amended to reflect this shift in priorities.

This amendment, amendment number two, is for a six-month extension of time only in order to complete the sewer connection work activity for this CDBG Program. The Work Activity Plans have been revised accordingly.

The sewer connections are a primary activity as opposed to a complimentary activity (9B-43.009(6)) and is within the work activity of 09(a). This is a principal objective identified in the County's Comprehensive Plan and an objective the Board of County Commissioners have worked diligently with DCA to complete. The change in work activity category of 09(a) will be the same as amendment 1 and can be found in the DCA-69 Amendment Form.

As stated above, the first service area designated for the County was the Stock Island wastewater project. At the time of the CDBG Contract Agreement, this was the first wastewater project available to the program. The County awarded a contract to the Key West Resort Utility (KWRU) for this service. The area served was already being serviced by the KWRU and was a logical expansion of their existing wastewater treatment facility. The work was completed ahead of schedule and the homes were notified to connect to the wastewater system. However, wastewater construction concerns remained for the community and specifically for 19 mobile home parks/properties that comprise 679 households with very low- and low-income residents. There have been engineer and financial audits of the project and investigated by the State Attorney's office.

Last summer, the County Commission hired consultant URS Grenier to evaluate the system. On November 29, 2004, the County held a meeting concerning the Stock Island sewer connection effort with URS providing their report. The report provided solutions for the wastewater system and associated costs. The report also cited a concern of the existing plants ability to adequately treat all of the wastewater generated. The 19 properties have a cost to pay for infrastructure, however, these communities have not yet acted on connecting. The solutions have been provided and it is anticipated that around March 2005 the communities will begin to act on the options for their communities.

There are 102 names on the Stock Island eligible list that was approved by the BOCC one year ago. At 102 eligible applicants, the sewer connection costs would be around \$581,000, or the bulk of the CDBG funding. This is why the project was initially selected. 93 of the residents on this list reside on the 19 properties. Additionally, because one year has passed, homes have been sold and eligible renters have moved on, which will lead to requalifying a sizable portion of the eligible population when these communities begin sewer connections.

There are three (3) other wastewater project areas for Monroe County that are coming on line. On the timeline of this CDBG Program, these projects were to come on-line during the last six months of the grant. The Bay point and Conch Key eligibility lists were approved by the BOCC during their regularly scheduled meeting in January 2005. These sites are under contract for construction of a wastewater treatment facility and resident homes will be on-line in May or June 2005. At present, the residents can begin sewer later connection for these areas. This means that the residents can connect to the system in front of their homes. The pipes are capped off at the house until the wastewater system is turned on – start up dates. When this occurs, the homes will be connected to the system, tested and inspected and passed by City. The septic tanks and/or cesspits will be abandoned. This entails emptying the systems, punching holes in the septic tanks and filling in the old wastewater systems. DOH did certify this process. There are 43 eligible applicants and connection costs would be around \$245,000. Combining this project and Stock Island's connection costs, this would expend the CDBG funding for this grant.

The last area is Key Largo, and the application period ends January 14, 2005 and an eligibility list will be approved within 60-days of the application closing date. As with Bay Point and Conch Key, residents will be able to begin sewer lateral connection for this area around April 2005.

A CATF meeting, open to the public, was held on Tuesday, January 25, 2005, and the recommended amendment was reviewed and discussed. The CATF recommended approval and to provide the amendment to the BOCC for approval. This resolution is part of this amendment application.

In conclusion, it is recognized that the sewer connection activity is extremely important to the County of Monroe. The Board of County Commissioners are actively working with DCA to meet wastewater improvement requirements for the Florida Keys before 2010. The CDBG Contract Agreement does not expire until April 2005. The 6-month extension will provide the necessary time to complete the majority of the sewer connection assistance programs for the County and, will greatly assist in reducing the highly disproportionately high or adverse affects on the low- and very low-income service recipients.

PUBLIC MEETING NOTICE

**Tuesday, January 25, 2005 (6:00 p.m.)
Monroe County, Citizens Advisory Task Force (CATF)**

The Monroe County, Community Development Block Grant (CDBG), Citizens Advisory Task Force (CATF), will hold a meeting on this date and time in the Monroe County Housing Authority (MCHA) Board Room, Eastwind Apartments, 240 Sombrero Road, Marathon, Florida. The meeting is open to the public and is handicap accessible. The purpose of the meeting is for CATF members to review and recommend approval of an Amendment requesting an extension of time to the CDBG Program Contract Agreement.

Any persons wishing to attend requiring special accommodations should contact Mark Bell, Program Administrator, Special Programs Office, 1403 12th Street, Key West, Florida 33040, 305-292-1221, at least five (5) days prior to the meeting date.

January 19, 2005

AGENDA

Monroe County Community Development Block Grant (CDBG) Citizen's Advisory Task Force Meeting

Tuesday, January 25, 2005 (6:00 p.m.)
MCHA Board Room, Eastwind Apartments
240 Sombrero Road, Marathon, Florida

- I. Call To Order
- II. Introductions
- III. Status of Monroe County Sewer Assistance
- IV. CDBG Amendment:
 - Process and review
 - Recommendations and BOCC Resolution
- V. Task Force Discussion, Questions, Comments
- VI. Public Comment
- VII. Adjournment

MEETING MINUTES

The County of Monroe
Community Development Block Grant (CDBG)
Citizens' Advisory Task Force (CATF) Meeting

Tuesday, January 25, 2005
MCHA Board Room, Eastwind Apartment Complex
240 Sombrero Road, Marathon, Florida

Attendance:

Members Present: Jason O'Brien, Chairman; Roberta Loudenslager, Secretary; and, Juliette Torres, member.

Members Absent: Vice-Chairman, Alice Allen and Vickie Fay, member
Excused absences, both called ahead

Public: No public Attendance.

Other: Mark Bell, CDBG Program Administrator, Special Programs Office (SPO), MCHA.

Call To Order: Jason O'Brien Chairman, called the meeting to order at 6:15 PM with introductions.

Overview of Monroe County Sewer Assistance Program with Discussion:

Mark Bell provided information on Stock Island and the communities are expected to begin contracting and connecting to the KWRU wastewater system sometime in March 2005. Two other projects that have come on line earlier than projected are Bay Point and Conch Key. They are able to install sewer lateral connections and connect to an operational wastewater treatment facility in the May/June 2005 timeframe. Key Largo project is not far behind the Bay Point and Conch Key project.

Amendment #2 to the CDBG Contract Agreement with discussion:

Mark reviewed the amendment with the CATF members. A copy of the draft Amendment was provided to the CATF Members. The amendment cannot be completed without a BOCC resolution authorizing this action.

Copies of the BOCC agenda item summary and the resolution for the amendment were also provided to the CATF members. The resolution becomes a part of the amendment package.

The amendment is for a six-month time extension to complete the projects for Bay Point, Conch Key and Stock Island. A motion was made by Ms. Loudenslager to approve and provide to the BOCC for consideration and adoption. The motion was seconded by Ms. Torres. Motion passed.

Task Force Discussion, Questions, Comments:

Juliette Torres inquired about the Status of Economic Development Grant opportunity with the restaurant at Bay Point. Mark briefed the present members on the status; it was never consummated between the County Government and the restaurant owners.

Public Comment: None. No public attendees.

Recommendations:

Motion to recommend approval of Amendment #2 to the BOCC.

Other: Jason O'Brien moved to adjourn at about 6:40 P.M. Juliette Torres seconded and the motion passed.

Information provided to CATF members and available to the public:

A Draft Amendment Package

Prepared By: Mark Bell, Programs Administrator, Special Programs Office,
MCHA

Reviewed By: Roberta Loudenslager, Secretary

Minutes approved by Citizens Advisory Task Force.

| | |
|---------------------------------|------------------------|
| Jason O'Brien, Chairman | <u>YES</u> |
| Alice Allen, Vice Chairman | <u>Excused Absence</u> |
| Roberta Loudenslager, Secretary | <u>YES</u> |
| Juliette Torres | <u>YES</u> |
| Vicky Fay | <u>Excused Absence</u> |

**MODIFICATION # 2 TO GRANT AGREEMENT BETWEEN
THE DEPARTMENT OF COMMUNITY AFFAIRS
AND THE COUNTY OF MONROE**

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the County of Monroe, ("Recipient"), to modify DCA Contract Number 03DB-1A-11-54-01-H32 ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$750,000.00 to Recipient under the Small Cities Community Development Block Grant ("CDBG") Program as set forth in the Agreement; and

WHEREAS, the Recipient has requested an extension to the period of the Agreement; and

WHEREAS, the Department and the Recipient desire to modify the Agreement by modifying Attachment B, Activity Work Plan section thereunder.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. Paragraph 3 of the Agreement is hereby revised to reflect an expiration date for the Agreement of October 14, 2005.
2. The Attachment B, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment B, Activity Work Plan, which is attached hereto and incorporated herein by reference.
3. All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the last execution of this Modification by both parties.
4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

DEPARTMENT OF COMMUNITY AFFAIRS

RECIPIENT: _____

By: _____

BY: _____

Name: Janice Browning, Division Director
Housing and Community Development

Name: Dixie Spehar
Title: Mayor, County of Monore

DATE: _____

DATE: _____

ACTIVITY WORK PLAN

RECIPIENT MONROE COUNTY

DATE PREPARED January 24, 2005

CONTRACT NO. 03DB-1A-11-54-01-H32

ACTIVITY BUDGET \$112,500

(for this activity only)

| Activity | | Number of Proposed Beneficiaries for this activity only | | | Proposed Activity Units | |
|--|----------------------------------|---|-----|-------|---|--|
| Name <u>Administration</u> Number <u>013</u> Service Area # <u>N/A</u> | | LMI | VLI | Total | <u>100</u> No. of Units | Housing Units H.U. Type of Units |
| Date Start (month & year) | Date End (month & year) | Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be Submitted by "Date End" | | | # Units to be Completed by "Date End" | Proposed \$\$ to be Requested by "Date End" |
| | | Submit Request for Release of Funds & Environmental Conditions | | | | |
| | | Submit documentation to clear Special Condition Numbers <u>All</u> | | | | |
| 05/03 | 06/03 | Administrative Quarterly Reimbursements | | | | \$5,000.00 |
| 07/03 | 09/03 | Administrative Quarterly Reimbursements | | | | \$3,381.00 |
| 10/03 | 12/03 | Administrative Quarterly Reimbursements | | | | \$7,732.00 |
| 01/04 | 03/04 | Administrative Quarterly Reimbursements | | | | \$5,932.00 |
| 04/04 | 06/04 | Administrative Quarterly Reimbursements | | | | \$8,749.00 |
| 07/04 | 09/04 | Administrative Quarterly Reimbursements | | | | \$5,974.00 |
| 10/04 | 12/04 | Administrative Quarterly Reimbursements | | | | \$15,400.00 |
| 01/05 | 03/05 | Administrative Quarterly Reimbursements | | | | \$15,400.00 |
| 04/05 | 06/05 | Administrative Quarterly Reimbursements | | | | \$15,400.00 |
| 07/05 | 09/05 | Administrative Quarterly Reimbursements | | | | \$15,400.00 |
| 10/05 | 10/05 | Administrative Quarterly Reimbursements | | | | \$14,132.00 |
| | | | | | | |
| 10/05 | 10/05 | Submit Administrative Closeout | | | | |

ACTIVITY BUDGET TOTAL \$ 112,500
(must equal Activity Budget in the heading of this form)

ACTIVITY WORK PLAN

RECIPIENT **MONROE COUNTY**

DATE PREPARED **January 24, 2005**

CONTRACT NO. **03DB-1A-11-54-01-H32**

ACTIVITY BUDGET **\$637,500**

(for this activity only)

| Activity | | Number of Proposed Beneficiaries for this activity only | | | Proposed Activity Units Housing Units | |
|---|----------------------------------|---|------------------|---------------------|---|--|
| Name Sewer Connections Number 09(a) Service Area # N/A | | 50 LMI | 50 VLI | 100 Total | 100 No. of Units | H.U. Type of Units |
| Date Start (month & year) | Date End (month & year) | Describe Proposed Action to be Undertaken or Contract Special Condition Clearance Documentation to be Submitted by "Date End" | | | # Units to be Completed by "Date End" | Proposed \$\$ to be Requested by "Date End" |
| | | Submit Request for Release of Funds & Environmental Conditions | | | | |
| | | Submit documentation to clear Special Condition Numbers <u>ALL</u> | | | | |
| 07/03 | 09/03 | Sewer Connections (0%) | | | 0 | |
| 10/03 | 12/03 | Sewer Connections (0%) | | | 0 | |
| 01/04 | 03/04 | Sewer Connections (0%) | | | 0 | |
| 04/04 | 06/04 | Sewer Connections (0%) | | | 0 | |
| 07/04 | 09/04 | Sewer Connections (0%) | | | 0 | |
| 10/04 | 12/04 | Sewer Connections (0%) | | | 0 | |
| 01/05 | 03/05 | Sewer Connections (20%) | | | 20 | \$127,500.00 |
| 04/05 | 06/05 | Sewer Connections (50%) | | | 50 | \$191,250.00 |
| 07/05 | 09/05 | Sewer Connections (80%) | | | 80 | \$191,250.00 |
| 10/05 | 10/05 | Sewer Connections (100%) | | | 100 | \$127,500.00 |
| | | | | | | |
| | | | | | | |
| 10/05 | 10/05 | Submit Administrative Closeout | | | | |

ACTIVITY BUDGET TOTAL **\$ 637,500**
(must equal Activity Budget in the heading of this form)